



GENERAL SERVICES DIVISION
DEPARTMENT OF ADMINISTRATION
444-3060

EMPLOYEE IDENTIFICATION OR BUILDING ACCESS CARD AUTHORIZATION
FOR STATE EMPLOYEES ONLY

Name: _____
(Please Type or Print Clearly)

Address: _____ City: _____ Zip: _____
(Out of Town Requests Only)

Department: _____

Division: _____

Employee #: _____

Badge # (if assigned by your agency; otherwise General Services Division will assign this number):

What building does this employee need access to? _____

Access Level Requested: Please select one choice.

Identification Card Only
Requires No Access Card
\$6.00 per card


Employee Signature

Date

Authorized Official Signature

Date

Please Print Authorized Official Name

Must have original signatures – photocopies WILL NOT be accepted.

Note: The first access card is issued at no cost to the agency if access is to a facility serviced by the Department of Administration. Access cards issued to agencies for buildings not under the DoA umbrella will be charged \$6.00 per access card. Replacement cards are issued to the agencies at the cost of \$6.00 per card.

Contact General Services at 444-3060 if you do not know whom, in your agency, is authorized to sign this form.